

**CITY OF MISHAWAKA, BOARD OF PARKS & RECREATION
MINUTES OF THE MEETING**

DATE: December 12, 2011

TIME: 4:30 p.m.

PLACE: Battell Center Community Room

PRESENT: Reg Wagle, John Coppens, Carolyn Teeter, Robert Shriner, Ellen West

ALSO PRESENT: Terry Zeller, Carmen Carpenter, Rick Springer, Rick Frye, Joe VanNevel, George Fowler, Michelle Wotring, and Robert C. Beutter, Esq.

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Board President, Mr. Wagle, called the regularly scheduled meeting to order at 4:29 p.m. The Pledge of Allegiance was recited. Mr. Wagle then called for approval of the minutes for the November 28th regularly scheduled meeting. Mrs. Teeter moved to approve the minutes as presented, and Mrs. West seconded the motion. The motion carried unanimously.

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OLD BUSINESS:

None at this time.

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NEW BUSINESS:

Mr. Zeller requested approval for payment of claims for the Parks & Recreation Department as listed below:

<u>Docket Number</u>	<u>Amount</u>
2011-00000147	\$19,284.73

Mrs. Teeter moved to approve the claims as presented on the above dockets. Mr. Coppens seconded the motion. The motion carried unanimously.

Mr. Zeller presented the donations for Battell Center for the month of October. Donations totaled \$508.10. Mrs. Teeter moved to approve the donations as presented, and Mr. Shriner seconded it. The motion carried unanimously.

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MONTHLY REPORTS:

Mr. Zeller indicated to the Board that he would begin providing a Supervisor's Summary Report in January, 2012. He reported that the annual Holiday Luncheon had 80 in attendance, that Winterfest was postponed until December 10th; that planning for Summerfest continues. Mr. Zeller indicated he is looking for grant money to help with Summerfest funding. He plans to review and analyze expenses and unveil a budget in March. Mr. Zeller reminded the Board that the January meeting would hold the election of officers and assignment of committee members. He also indicated that he was looking at restructuring the meeting agendas and committee assignments.

Mrs. Carpenter read the Battell Center report, indicating that monthly revenue was \$2,865 and building attendance was 5,174. She then moved on to reporting 6th grade basketball and 3-5 grade wrestling had started. Mrs. Carpenter is working on seasonal applications, has purchased a new cash register for the tubing hill, assisted with the "Giving Tree" that provided 40 sets of gloves/mittens and 5 blankets to the Center for the Homeless as well as 40 pounds of food for the Mishawaka Food Pantry. The lighting of the Christmas Tree was revamped for this year and provided carolers, cocoa and cookies. Winterfest was very cold and Mrs. Carpenter thanked Mr. VanNevel for all his prep and help with the event.

Mr. Frye read the Golf Course report to the Board. Of particular note, he mentioned that 128 rounds were played the day after Thanksgiving as we had 60 degree temps. Mr. Frye also mentioned that he had

Customer Appreciation weekend on November 12th and 13th, offering drink and food specials in the Snack Bar and merchandise specials in the pro shop.

Mr. Fowler discussed the Golf Course Maintenance Division's activities for November, which consisted of winterizing sprinkler lines and the pump house, treating for snow mold, hauling leaves and debris to the recycling center, and mowing as needed. Mr. Fowler also indicated the course had received its new rough mower and utility cart.

Mr. VanNevel provided the Merrifield Complex report for November which included mostly preparations for the upcoming ice rink season. He also indicated that over 700 people had attended Winterfest and Mrs. Carpenter had done a great job organizing the event.

Mr. Springer gave the Landscape Division activities for November. With the weather November gave us, Mr. Springer was able to cut down ornamental grasses that had overgrown at various parks as well as certain perennials along the Riverwalk and other park locations. He also was able to plant a memorial tree at the golf course in honor of Shaun Thistlethwaite. Mr. Springer then asked the Board to accept a donation by Gina Fraker for the 35' Colorado Blue Spruce she donated for the Battell Bandshell Christmas Tree. Mr. Coppens moved to approve the donation and Mrs. Teeter seconded it. The motion carried unanimously.

Mr. Wagle then called for questions or comments from others in attendance. As there were none, Mrs. Teeter moved to adjourn the meeting. Mr. Coppens seconded the motion. The motion carried unanimously. The meeting adjourned at 5:10 p.m.

Submitted for Approval to the Board

Michelle L. Wotring,
Office Manager, Parks & Recreation

Approved: _____
Carolyn Teeter, Board Secretary